

# Provision and Use of PPE Policy

<b>Document Control Information</b>	
Version control	1.4
Owned by:	Head of Health and Safety
Latest amendment on:	February 2026
Approved by:	Health and Safety Committee
Approved on:	05 March 2026
Coming into effect on:	05 March 2026
Review date:	17-04-2029

## Contents

1. Introduction .....	3
2. Scope.....	3
3. Definition .....	3
4. Roles and responsibilities .....	3
4.1 Deans of Schools/Directors of Professional Services Departments (PSD).....	3
4.2 Managers and Supervisors .....	4
4.3 Health and Safety Team .....	4
4.4 Staff/ Students .....	4
5. The Provision and Suitability of PPE.....	4
5.1 Provision.....	4
5.2 Suitability .....	5
5.3 Maintenance and Replacement of PPE .....	5
5.4 Storage of PPE .....	6
5.5 Disposal of PPE.....	6
5.6. Signage .....	6
5.7 Spillages and other emergencies.....	6
6. Information, Instruction and Training.....	6
7. Records and Monitoring .....	7
8. Legislation.....	7
9. References.....	7

## **1. Introduction**

This policy establishes the standard within London Metropolitan University for personal protective equipment (PPE). It includes the selection, provision, storage, maintenance, and replacement of the PPE as well as defining the roles and responsibilities of those involved in the management, supervision and use of PPE

## **2. Scope**

This policy applies to the provision and use of PPE for work being carried out by staff and students of the University and/or those carrying out work on its behalf.

The University requires compliance with the following broad principles for the provision, selection and use of PPE:

The provision of PPE as a means of controlling risk shall only be considered following an assessment of the risks to the health and safety of employees/ students associated with the work being carried out and when the significant risks cannot be eliminated or reduced by other means.

Where practicable, users of PPE should be involved in its selection. PPE must be suitable for the task, provide the required level of protection and not compromise the effectiveness of other items of PPE.

Where PPE has been provided, formal systems for monitoring its use shall be implemented (e.g. safety inspections with records kept). In some cases (e.g. Respiratory Protective Equipment) formal training may be required to ensure the user knows how to use the equipment, what level of protection it provides and why it is necessary to use it. Adequate storage for PPE must be provided and arrangements established for its cleaning, maintenance, and replacement, as necessary.

## **3. Definition**

Personal Protective Equipment is defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by persons at work and which protects them against one or more risks to their health and safety. This includes protective clothing (gloves, waterproof clothing, safety footwear, safety helmets, high visibility clothing etc.) and protective equipment (eye protection, life jackets, respirators, safety harnesses etc.).

## **4. Roles and responsibilities**

### **4.1 Deans of Schools/Directors of Professional Services Departments (PSD)**

- Ensure adequate resources (financial, staffing and time) are available to support PPE requirements. By virtue of Section 9 of the Health and Safety at Work etc. Act 1974, no charge can be made to staff or student for the provision of PPE which is to be used only in the workplace or on University business.
- Ensure responsibilities for PPE management are clearly allocated within their area of responsibility.

- Ensure monitoring and review arrangements are in place to confirm PPE is used correctly and remains suitable.

#### **4.2 Managers and Supervisors**

- To carry out a risk assessment before selecting the PPE to determine that the PPE is suitable.
- To provide suitable PPE to employees/ students exposed to risks to their health and safety except where the risks are adequately controlled by other means.
- Ensure that where it is necessary to wear or use simultaneously more than one item of PPE, the equipment is compatible and continues to be effective against the risks.
- Ensure that PPE is maintained in an efficient state, in efficient order and good repair and its replacement or cleaning as appropriate. Ensure testing of PPE where relevant (eg Face Fit Test for all FFP3 masks).
- To provide appropriate storage for the PPE when it is not being worn.
- To provide adequate information, instruction, and training.
- To take all reasonable steps to ensure that any PPE provided to employees/ students is properly used.

#### **4.3 Health and Safety Team**

- Advise on suitable risk assessment and control measures, including when PPE/RPE is required as a last resort.
- Approve the selection and use of RPE, including face-fit testing requirements where applicable. Collective controls such as fume hoods and LEV are preferable control measures against respiratory hazards.

#### **4.4 Staff/ Students**

- Staff and students have duties to use any PPE provided to them in accordance with the training which they have received and the instructions for its use.
- Checking equipment for defects before use and reporting any loss or defects in the PPE provided

### **5. The Provision and Suitability of PPE**

#### **5.1 Provision**

Suitable personal protective equipment shall be provided to staff and students where risk assessment has shown that they may be exposed to a risk to their health or safety except where such risks are adequately controlled by other means that are equally or more effective. Unless it is impracticable, PPE must be assigned to an individual and not shared.

The provision and use of PPE should be regarded as the last resort in the protection of staff/students against risks to their health and safety.

The actions to consider in controlling the risks by means other than the use of PPE are:

- Where possible eliminate the hazard
- Select a less risky option
- Prevent access to the hazard
- Organise work to reduce exposure to the hazard
- Should a residual risk remain after addressing the above then appropriate PPE shall be provided, subject to an assessment being carried out

## 5.2 Suitability

When selecting PPE consideration of the following factors is required:

- a) The work activity and risks for which protection is needed e.g. the risk of inhalation of hazardous material, consider the use of respirators. Other factors to consider would include the duration of use, the physical effort required, visibility and communication aspects.
- b) The working environment e.g. weather conditions, noise, extremes of temperature.
- c) The Person, including the health of the individual, any allergies that they may have.
- d) Consultation and involvement of those carrying out the work in the selection and specification of the equipment.
- e) The provision of various sizes.
- f) All PPE should have a 'CE' mark and comply with the requirements of the Personal Protective Equipment Regulations and the relevant British Standards.
- g) When selecting more than one item of equipment for simultaneous use the equipment should be capable, when used together, of providing protection against the risks for which they are designed.
- h) The PPE must fit the wearer properly after adjustments within the range for which the PPE is designed. It should cause minimum discomfort to the wearer. Respiratory Protective Equipment (RPE) which requires a face seal may not be suitable for persons with facial hair (beard/ moustache) and filtered air hoods may be necessary for such individuals. **Face Fit Testing is mandatory for all FFP3 face masks and must be arranged by the line manager/supervisor.**
- i) A comparison of the characteristics of the PPE that is available against those required to be effective against the risks.

A review of the risk assessment must be carried out if there is reason to suspect it is no longer valid or there has been a significant change in circumstances e.g. process change, duration of exposure or change in working environment.

## 5.3 Maintenance and Replacement of PPE

Managers, supervisors, staff, and students all have a role to play in ensuring that any PPE provided is properly maintained (including being replaced or cleaned) as appropriate.

An effective maintenance system will include:

- Examination. Checking for faults, damage, wear, and tear etc. before being issued or being used.

- Testing to ensure PPE is operating as intended e.g. respiratory protection (Face Fit Test).
- Cleaning including disinfection if appropriate.
- Arrangements for carrying out any repairs where appropriate.
- Reporting loss or defects.
- Arrangements for the replacement of lost or damaged equipment.

Generally, make sure that PPE is:

- Well looked after and properly stored when not in use e.g. Eye protection should be stored in a box or case.
- Kept clean and in good repair.

Manufacturer's maintenance schedules and instruction should normally be followed; any significant departure from them should be discussed with the manufacturers. Consideration should be given as to who carries out the maintenance. Simple maintenance can be carried out by the trained wearer. More intricate repairs or repairs on complex equipment should only be done by specialist personnel.

#### **5.4 Storage of PPE**

Where PPE is provided, suitable storage for the equipment shall also be provided to prevent against damage from chemicals, heat, accidental knocks, contamination, and possible loss etc.

#### **5.5 Disposal of PPE**

In most cases non-contaminated PPE can be disposed of as general waste. Contaminated (potentially contaminated) PPE should be disposed of accordingly, eg as a hazardous waste in the laboratories. Ask you local manager or H&S team for advice if unsure.

#### **5.6. Signage**

Signage must be displayed on the door or (or other prominent position clearly visible prior to entry to) an area where PPE is mandatory. There is no minimum standard for mandatory PPE wear as this must be determined by the risk assessment.

#### **5.7 Spillages and other emergencies**

PPE provided for use to manage to spillage or other emergencies should, wherever reasonably practicable, be stored outside the area of intended use. The spillage/emergency kit must be stored appropriately close to the main access/ egress. Face masks/filters etc. must be stored in sealed containers where they cannot become contaminated.

### **6. Information, Instruction and Training**

Where PPE is provided, the manager or supervisor is responsible for ensuring that the users of the equipment are provided with appropriate information, instruction, and training so that the staff member/student knows:

- The risks present and why PPE is required.
- The operation, performance, and limitations of the equipment.

- Factors that can affect the protection provided by the PPE e.g. personal factors, working conditions, inadequate fitting, damage etc.
- How to recognise defects in PPE and the arrangements for reporting loss or defects and obtaining replacements.

In providing the training it may be necessary to include the following:

- Practice in putting the equipment on, wearing, and removing the equipment.
- Practice in inspection/ testing.
- Practice in maintaining the equipment e.g. cleaning and replacement of components.
- Relevant information provided by the supplier/ manufacturer of the equipment.

Training should be provided by a competent user, eg a senior member of the team who is competent in use of this particular PPE. Please contact H&S team if your School/Dept is lacking competence in use of PPE identified in the risk assessment.

## **7. Records and Monitoring**

Where appropriate, records of maintenance, examination and tests must be kept by the School/Department.

Records of the training should be retained by the School/Department and arrangements for refresher training implemented where necessary.

Managers and supervisors who have received adequate training are responsible for monitoring the use of PPE and maintaining appropriate records of inspection and monitoring. PPE should be used in according with the instructions provided in relation to why, where, when and how it is to be used.

## **8. Legislation and Standards**

The following place duties on employers to supply and manage PPE appropriately:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Construction (Design and Management) Regulations 2015
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Work at Height Regulations 2005
- The Health and Safety (Safety Signs and Signals) Regulations 1996

## **9. References**

Personal protective equipment at work: HSE Guidance on Regulations  
<https://www.hse.gov.uk/pubns/books/l25.htm>

Personal protective equipment (PPE) at work: <https://www.hse.gov.uk/ppe/index.htm>